



Office of Rental Development and Homeless Initiatives

NOTICE OF FUNDING AVAILABILITY

And

General Guidelines

For Completing

Community Housing Assistance Plan

Homeless Prevention and Rapid Re-Housing Program

American Recovery and Reinvestment Act of 2009

Due Date: July 31, 2009

[S:/sh/Stimulus Package/NOFA](#)

CONTENTS

Part 1

Timeline	2
Program Description	3
Allocations	4
Grant Terms	5
Target Population	5
Matching Funds	6
Use of Funds	6
Ineligible Activities	9
Expected Outcomes / Performance Measures	10
Reporting Requirements	11
Regional Oversight & Responsibility	11

Part 2

Community Housing Assistance Lead Agency.....	13
Collaboration.....	14
Central Intake and Housing Assessment	14
Housing Plan.....	15
Rental Payment or Savings Account	16
Application Package.....	16
Definitions	16

Community Housing Assistance Plan

MSHDA Timeline for HUD Submission, Technical Assistance, Submission and Grant Award

April 17, 2009	Posting of NOFA and Substantial Amendment to MSHDA's Consolidated Plan
May 1, 2009	MSHDA submits application to HUD (grant application includes the substantial amendment, SF-424, and certifications).
June 23 , 2009	Questions & Answer Conference Calls: Phone (877) 402-9753 Access Code: 1413972 <ul style="list-style-type: none"> • 9:00 a.m. – 11:00 p.m. • 1:00 p.m. – 3:00 p.m.
July 2, 2009	HUD's reviews complete.
July 3, 2009	MSHDA releases HPRP NOFA and Community Housing Assistance Plan application.
July 31, 2009	HPRP Community Housing Assistance Plan is due to MSHDA.
August 15, 2009	Notify Communities of Awards
August 20, 2009	Mail the HPRP grant agreements to grantees.
August 31, 2009	Signed grant agreements returned to MSHDA.
October 5, 2009	Initial Performance Report due to MSHDA
October 10, 2009	Initial Performance Report due from MSHDA to HUD

The application and Community Housing Assistance Plan (CHAP) must be submitted as a complete package per instructions and postmarked by **no later than July 31, 2009**. Failure to submit as instructed may result in a lack of funding to your community. See the application for further information.

Community Housing Assistance Plan

NOTICE OF FUNDING AVAILABILITY
2009

Part 1
General Overview

I. Program Description

The Michigan State Housing Development Authority (MSHDA) will distribute \$22,108,890.00 which is MSHDA's share of the U.S. Department of Housing and Urban Development's (HUD) Homelessness Prevention and Rapid Re-Housing Program (HPRP).

This *Notice of Funding Availability (NOFA)* describes the allocation process through which these funds will be awarded. All 60 of Michigan's Continuum of Care Bodies (CoC's) will be eligible for funding under this program, but only those that submit an acceptable Community Housing Assistance Plan (CHAP), (see definition) will be awarded funds. Communities that are receiving a direct allocation of these funds from HUD must develop a CHAP that is aligned with this NOFA.

The Community Housing Assistance Program (CHAP) is intended to **transform homeless assistance in your community**, shifting the focus from providing shelter to **preventing homelessness and quickly re-housing** people who do become homeless. Programs should provide just enough assistance to prevent or end an episode of homelessness, s-t-r-e-t-c-h-i-n-g resources as far as possible. Since funds are not on-going, the CHAP must outline how the community will use this resource to transition from a homeless shelter management system to one that provides outreach, engagement, and rapid re-housing.

In addition to preventing increases in homelessness because of the recession, the HPRP offers a once-in-a-generation opportunity to *transform our existing homeless assistance systems*. Throughout Michigan, communities are committed to ending homelessness in ten years. This funding holds the promise of being the catalyst to support the creation of new programs to address homelessness through prevention and rapid re-housing which will result in a significant decrease in shelter usage.

During this time of economic crisis, there are many people who are in poverty and have housing issues; therefore, communities must be strategic about their use of these resources. To assist communities in carefully planning use of these funds, models have been provided for your consideration.

II. Allocations

In developing a formula-based allocation strategy, measures for both homelessness and poverty were used. The basis for this decision was to assure that persons living in counties with high poverty, a lack of homeless providers (both HMIS participating and not participating), and/or an inability to properly organize around a measurement project, had access to prevention funds. Measures for both homelessness and persons living in severe poverty were used to allocate funds in a manner which ensured access to sufficient funds for high need areas of the State while still providing acceptable funding levels for moderate and low need areas.

1. **Factor 1: Homeless Counts:** Homeless counts estimates for each of Michigan's 83 counties were calculated for the period of 10/1/2007 through 9/30/2008, the most recent published count.
2. **Factor 2: # of Persons Living in Poverty:** Using the three year (Census) American Community Survey data for 2005-2007 (most recently published data), the estimate of persons at or below 50% of poverty was available for 72 of Michigan's 83 counties. For 11 counties with populations of less than 20,000, three-year estimates were not available. Those counties include: Alcona; Arenac; Benzie; Gogebic; Kalkaska; Lake; Missaukee; Montmorency; Ontonagon; Presque Isle & Schoolcraft.
3. **Calculation: Allocation Amounts were generated in two steps.**
 - a. **Step 1: Allocations were calculated for communities that received both "Direct" and "State" Reinvestment Act Allocations:**
 - i. A "Needs Ratio" was generated for each of the State's 60 CoCs. The ratio was computed as follows:
$$\frac{\text{\# of Homeless in CoC} + \text{\# in Poverty in CoC}}{\text{Total \# of Homeless and Persons in Poverty Statewide}}$$
 - ii. A Projected Award amount based on need was then computed for each CoC using the following formula:
$$\text{Needs Ratio} \times \text{State Allocation } (\$22,108,890) = \text{Projected Award}$$
 - iii. The Projected Award amount for each of the CoCs receiving direct allocations was then reduced to ensure that those CoCs receiving only State allocations received their fair share of State directed funding. This reduction factor was computed using the Federal Allocation ratio of direct dollars to overall dollars ($\$31,031,268 / \$53,140,158 = .584$). The final allocation for CoCs receiving both direct and state directed funding was then computed using the following formula:
$$.584 \text{ factor} \times \text{Projected Award} = \text{the proportion of the State Allocation, projected by need, for each community with two funding streams.}$$

- iv. The total State Grant allocation for the 12 CoCs that also received direct grants = \$8,470,017.

b. Step 2: The remaining State dollars (\$13,638,873) were then divided among the 48 remaining CoCs that did not receive a direct allocation.

- i. For the 48 remaining CoCs, the Needs Ratio was recalculated excluding data from the 12 that received direct awards (see “i” above). The revised Needs Ratio was then incorporated into the following allocation formula:

Needs Ratio x \$13,638,873 = Total Recommended Allocations by CoC.

Amounts awarded to CoC Body's can be found at www.michigan.gov/mshda.

III. Grant Terms

CoC's that submit an approved Community Housing Assistance Plan (CHAP) will receive a one-year grant for 50 percent of its' anticipated allocation. Prior to the end of the first grant term, grantees will be evaluated based upon performance, data collection, and use of funds. This evaluation will determine the CoC's second allocation of funds.

MSHDA will require grantees to expend a minimum of 90% percent of their funds by September 30, 2011 and 100% spent by September 30, 2012. HUD will recapture unspent funds. It is MSHDA's intention to assure that the citizens of the State of Michigan receive the full benefit of this funding. Therefore, re-adjustments of HPRP funds will be made when needed to ensure funds are used. CoC Body's and Regional Representatives must monitor outcomes and expenditures on a quarterly basis, thereby preventing loss of HPRP to the community.

Grantees must request funds quarterly via Homeless Assistance Link Online (HALO); up to two months of funds can be paid in advance, pursuant to procedures outlined in 24 CFR 84.22 for non-profit organizations and 24 CFR 85.21 for units of government. To view these procedures go to www.hud.gov and type in the site under search.

IV. Target Population

This program is targeted to individuals and families who are homeless and/or at risk of homelessness. There are two target populations:

1. Those who are currently in housing but are at risk of becoming homeless and need short term (1-3 months) leasing and/or utility assistance to prevent them from becoming homeless with incomes at or below 40% of Area Median Income (AMI) prevention, and
2. Those who are residing in shelters or on the street and need longer term assistance in order to obtain and sustain housing (rapid re-housing) with incomes at or below 30% AMI.

Funds are targeted for both populations and should be used to assist those who are most need, i.e., at or below 30% AMI, currently homeless, receiving more prolonged and extensive service and housing assistance (refer to Use of Funds below).

Note that HPRP is not a mortgage assistance program. Congress has established other programs to assist with the current mortgage crisis.

V. Matching Funds:

There are no matching funds required for this grant.

VI. Use of the Funds:

There are *four categories of eligible activities for these funds*: administrative costs, data collection and evaluation, financial assistance, and housing relocation and stabilization services. These eligible activities are intentionally focused on housing – either financial assistance to help pay for housing, or services designed to keep people in housing or to obtain housing. This assistance is *not* intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability.

Administrative costs are limited to five percent (5%) of the total grant amount. It is MSHDA's intent to pass on all administrative funds directly to local grantees. Eligible expenses include:

- Accounting for use of grant funds
- Preparing reports for submission to HUD
- Obtaining program audits
- Sub-grantee staff salaries associated with administration of the program, and
- Staff training for those who will administer this program or provide direct services to eligible participants.

Administrative fees *do not include* the costs of issuing financial assistance, case management staff, HMIS data input, cost of conducting housing inspections, and other operating costs directly related to serving the target populations (see Housing Relocation and Stabilization Services). *These costs should be included under one of the other eligible activity categories.*

Data collection and evaluation will be conducted via the Homeless Management Information System (HMIS). Cost associated with data collection is limited to two percent (2%) of the total grant amount. The Recovery Act requires that data collection and reporting for HPRP be conducted via the HMIS system. Funds allocated to this purpose cannot replace existing funding from local, state and federal sources.

Note that administrative and data fees are separate -- administrative up to 5% and data collection up to 2%, maximum combined for both is 7%.

Financial assistance is available for persons who are income eligible, have a demonstrated housing crisis, and lack necessary resources. Funds must be targeted based upon individual assessments of personal need. Each program participant must have a *Housing Plan* developed that identifies defined goals, outcomes and timelines that provides a framework for achieving housing stability.

Financial assistance is limited to the following:

Short Term Leasing Assistance	1-3 months	<ul style="list-style-type: none"> • Short term leasing assistance to allow participants to remain in existing rental units. • Short term leasing assistance to assist participants to obtain and retain new rental housing. • Leasing arrearages, three months maximum. • Targeted to participants with incomes at or below 40% of AMI • Units must meet Housing Quality Standards and Uniform Administrative Requirements (UAR) - see definition) requirements, and not exceed HUD's Payment Standards. • Leasing payments must be paid directly to landlords. • Grantees will be required to utilize HALO for short term leasing assistance but must maintain verification of need, income, and all other pertinent information as required by HUD and MSHDA in the participant's file.
Medium Term Leasing Assistance	3-12 months	<ul style="list-style-type: none"> • Medium term leasing assistance to allow participants to obtain and retain housing. • Targeted to participants with incomes at or below 30% of AMI. • Units must meet Housing Quality Standards and UAR • Units must not exceed HUD's Payment Standard. • Leasing payments must be paid directly to landlords. • Participants must be evaluated for continued eligibility quarterly. • Grantees will be required to utilize HALO for documenting eligibility and reimbursement of leasing assistance.

		<ul style="list-style-type: none"> Agencies must do an assessment and prepare a Housing Plan for the household. When available participants must be assisted to apply for Tenant Based Rental Assistance Programs, MSHDA's HARP, and other public housing programs.
Security Deposits	Cannot exceed one months rent	<ul style="list-style-type: none"> Participants must be assisted to apply for resources available through the State Emergency Relief Program administered through the Department of Human Services (DHS). If a denial letter is received from DHS, HPRP funds can be used. The denial letter must be kept in the participant's folder.
Utility Deposits	\$200 per occurrence	<ul style="list-style-type: none"> Participants must be assisted to apply for resources available through the State Emergency Relief Program administered through DHS. If a denial letter is received from DHS, HPRP funds can be used. The denial letter must be kept in the participants' folder.
Utility Payments And/or Utility Arrearages	\$1,500 per household maximum	<ul style="list-style-type: none"> Participants must be assisted to apply for resources available through the State Emergency Relief Program administered through the DHS. If a denial letter is received from DHS, HPRP funds can be used. The denial letter must be kept in the participants' folder. Participants must also be referred to local Community Action Agency's for weatherization assistance.

No financial payments may be made directly to program participants. Payments must go directly to third party providers. No program participant may receive more than 15 months of rental assistance, if arrearages and deposits are paid in addition to rental assistance, the combined total (arrearages, deposit, and rent)

cannot exceed a total of 18 months of rental payments. Again, documentation must be made that all other mainstream sources of funding were applied for prior to utilization of these funds.

Housing relocation and stabilization services funds must be used to create and implement a comprehensive, easily accessible service and housing response system that addresses the needs of those who are homeless or at serious risk of homelessness. The Community Housing Assistance Plan (CHAP) must include the following activities:

- Housing Resource Specialists to provide housing case management services that include arranging, coordinating, linking and monitoring the delivery of services that assist participants to obtain and sustain housing stability.
- Monitoring program participant progress.
- Assuring that the rights of participants are protected.
- Development of individualized Housing Plans for each program participant.
- Housing search and placement activities designed to assist participants in locating, obtaining and retaining housing which may include credit counseling, when needed.
- Costs associated with completing Housing Quality Standard (HQS) inspections and determining payment standards, if leasing assistance is provided.
- Mediation and outreach to property owners related to locating or retaining housing, when needed.
- Grantees are encouraged to use *existing* legal services to help people stay in their rental housing, such as, a lawyer to assist with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues.

Stabilization services are effective in preventing people from losing their housing and entering a shelter by identifying other safe housing options and resources, even if they are temporary. For participants receiving leasing assistance, the availability of housing case management services and linkage to existing community resources will assure a safety net that will ultimately aid in their ability to sustain their housing. Use of these funds are not meant to supplant existing mainstream services, rather participants must be assisted to utilize existing mental health, substance abuse treatment, SOAR, Family Independence Program, Child Daycare Program, Food Assistance Program, Medicaid, and Michigan Works!

VII. Ineligible Activities

These funds **cannot be used for shelter operations, to expand the number of beds in an existing shelter, to supplant existing mainstream resources or for mortgage payments. Payments can only be made to third parties**, such as landlords or utility companies; payments **cannot be made to program participants. In addition, an assisted property may not be owned by the grantee, sub-grantee or the parent, subsidiary or affiliated organization of the sub-grantee.**

Other ineligible activities include:

- Shelter focused case management

- Mortgage payments or mortgage refinancing costs to make it affordable
- Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types are being provided through another federal, state or local housing subsidy program.
- Targeting resources to specific homeless populations - **all populations must be served**
- Moving Expenses (Funding for this activity is available through State Emergency Relief (SER).)
- Motel/hotel Vouchers (Funding for this activity is available through the statewide DHS shelter contract with The Salvation Army.)
- Furniture (Grantees are encouraged to use existing community sources.)
- Pet Care
- Construction or rehabilitation
- Credit card bills or other consumer debt
- Car repair or other transportation costs
- Travel costs
- Food
- Medical or dental care and medicines
- Clothing and grooming
- Entertainment activities
- Work or education related materials
- Cash assistance to program participants
- Development of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons. *However*, persons who are being imminently discharged into homelessness from such public funded institutions are eligible to receive financial assistance through HPRP.
- Payment of licenses, certifications, and general classes (classes not specifically related to these funds.)

II. Expected Outcomes / Performance Measures

The CHAP must reflect clear performance measurements that are congruent with HUD/MSHDA requirements. Communities receiving funds through this offering must agree to utilize Michigan's HMIS system to gather required data. Along with the required measurements, each CHAP should include local outcomes that will enhance their 10 Year Plan.

On a quarterly basis, an outcomes report (to be provided) will be printed off HMIS, reviewed and signed by the CoC Chair. MSHDA's first report to HUD is due October 10, 2009; therefore, grantees must submit quarterly reports must by no later by than the fifth day of each quarter, October 5, 2009. Subsequent quarterly reports are due at MSHDA five days following the end of each quarter, i.e. January 5, 2010, April 5, 2010, July 5, 2010 and September 5, 2010, etc.

Evaluation of program outcomes through the collection of data in HMIS will include the number and characteristics of those assisted, the type and effectiveness of services delivered, and relative costs associated with the interventions. Anticipated performance measures are presented below, however, this list will be finalized based on further guidance from the HUD Data Standards.

- Prevent people from becoming homeless;

- Decrease homelessness through the provision of services and strategies that rapidly re-house people at risk;
- Retention in housing;

It is anticipated that qualitative outcomes will be measured both locally and regionally. These include:

- Development of local partnerships that provide a comprehensive service delivery system focused on assisting people to acquire needed supports in an efficient and effective manner;
- Enhance collaboration between local units of government, Continuum of Care (CoC) bodies, Community Collaborative service providers, local businesses, faith-based organizations, and philanthropic entities.
- Evaluation of program outcomes through the collection of data in HMIS that identifies demographic characteristics of those assisted, the type and effectiveness of services delivered, and relative costs associated with the interventions.
- Provide financial support to implement local 10-Year Plan's;
- Creation and implementation of local community transition plans that assure a shift in focus from providing shelter to one that prevents homelessness and quickly re-houses people.

IX. Reporting Requirements

Grantees are required to report real-time client level data, including number of persons served and their demographic information on Michigan's HMIS system. In addition, performance reports are required to be submitted quarterly. Information will be submitted in a format prescribed by the Office of Management and Budget (OMB), HUD and MSHDA. Grantees will be required to provide data in a timely manner in order for MSHDA to complete reports within HUD's guidelines.

X. Regional Oversight & Responsibility

In order to ensure that Recovery Act funds are maximized, community oversight at the Continuum and Regional level is required. Michigan's communities are the experts in the use of these funds, and MSHDA believes that Regional input will assist greatly in the overall evaluation of this funding.

The intent of Regional oversight and responsibility is to ensure that the Continuums of each Region are collaborating to solve the problems of homelessness. A unified front and sharing of knowledge is the only way to ensure that a "transient problem" gets solved.

The CoC Regional Representative on behalf of the CHAP Lead Agency will report at the Regional meetings quarterly. These reports to the Region will include the use of each Continuum's funds and measurement data (as specified in the MSHDA NOFA). The Continuum of Care Regional Representative will provide that feedback to their Continuum of Care and the CHAP Lead Agency.

The role of the Regional Council will be to provide quarterly feedback to the Continuum and CHAP Lead Agency which will include a list of concerns, strengths, and suggestions. The Regional Council's review of each Continuum of Care will also be submitted to MSHDA on a quarterly basis.

At the end of each grant year, if the Continuums choose to apply for the second year of stimulus funds, the Regional reviews for that Continuum will be taken into consideration as part of the overall evaluation that will determine future stimulus funding.

Community Housing Assistance Plan

NOTICE OF FUNDING AVAILABILITY
2009

Part 2
Key Elements of the Community Housing Assistance Plan

I. Community Housing Assistance Lead Agency

Each CoC will identify a single agency to serve as the “Lead” agency for purposes of this grant. (The only exception to this rule is the City of Detroit which may have up to three “Lead Agencies” for Detroit, Highland Park and Hamtramck.) The Lead agency must agree to:

- Serve as fiduciary for this grant;
- Assure a centralized intake and assessment process is in place within the community, thereby assuring a comprehensive communitywide service and housing delivery system.
- Subcontract (as needed) with local partners to assure a comprehensive service and housing delivery system.

Eligibility of Lead Agency:

In order to be eligible for consideration as a lead agency, the organization must be:

- Actively engaged in the Continuum of Care planning process for the past 2 years;
- Experienced in providing services specifically targeted to people who are homeless (minimum of two years experience);
- Experienced with HMIS data collection;
- Experienced administering MSHDA or HUD rental assistance programs;
- Experienced serving all homeless populations;
- Exhibit the financial capacity to administer funds as demonstrated through an audited federal financial statement;
- Approved by the local Continuum of Care;
- Operating its principle place of business in the State of Michigan;
- Exhibit the capacity to partner with others and administer this program;
- A 501 c (3) agency or a local governmental agency.
- Able to perform a Housing Quality Standard (HQS) inspection

MSHDA reserves the right to evaluate past performance of identified Lead Agency and its current capacity to administer the delivery of services prior to entering into a contract.

II. Collaboration

By collaborating together, the Continuum and the CHAP Lead Agency will work to leverage and coordinate community resources and must be engaged in a partnership to insure effective shelter diversion and rapid re-housing. Although the lead agency may provide many of the services directly, more often it will be necessary to partner with other local organizations to assure a cadre of available supports. Lead agencies may contract with sub-grantees to achieve a full complement of services. A *Memorandum of Understanding* must be developed that identifies all partners, what services will be provided, how services will be coordinated, and how the grantee will monitor to assure all HUD and MSHDA requirements are met. Sub-grantees must meet the following eligibility requirements to participate:

- Actively involved in the Continuum of Care planning process;
- Experienced in providing services to people who are homeless;
- Experienced with HMIS data collection;
- Exhibit the financial capacity to administer funds as demonstrated through an audited federal financial statement;
- Approved by the local Continuum of Care;
- Operating its principle place of business in the State of Michigan;
- Exhibit the capacity to partner with others;
- A 501 c (3) agency or a local governmental agency.
- Executed sharing QSOBAA to allow sharing within HMIS.

It is expected that these funds will not be used to supplant existing mainstream services. Individuals eligible for services through domestic violence, mental health, and substance abuse delivery systems must have services funded through existing budgets.

III. Central Intake and Housing Assessment

The CHAP Lead Agency will be the Central Intake and Housing Assessment, for all individuals that are to be assisted through the HPRP. (Lead Agency may elect to sub-contract this responsibility, but note that sub-grantees are required to follow all policies and procedures outlined in this NOFA.) The Central Intake and Housing Assessment process is comprised of two parts:

1) *Intake* - The initial point of contact includes an intake in order to prioritize households based on the severity of their housing crisis and targets the most appropriate response with the situation presented. The intent is to discern *primary* need and the *urgency* of the need.

- All household's will be screened either by phone or in person.
- Protocol must be developed between CHAP Agency and a crisis line, e.g. 211, taking calls during non-traditional work hours. The crisis line, e.g. 211, must make callers aware that he/she should contact the CHAP Agency when their office reopens.
- Households who present with immediate safety issues will be re-directed appropriately (Domestic Violence or 911.)
- Intakes are required to determine primary issues.

- If the intake concludes there is not an immediate housing need (but other needs are present), households will be referred to the appropriate resource to address the need (ex. Food assistance through DHS, mental health through CMH, etc).
- If the intake concludes there is an immediate housing need, households will proceed to a full housing assessment or be scheduled for a housing assessment within two business days.
- Sharing of client information – an executed sharing QSOBBA to allow sharing within HMIS between agencies.

2) *Housing Assessments* – Depending on the urgency and priority identified in the intake, the CHAP Lead Agency will conduct a comprehensive housing assessment with the household. The assessment, at a minimum, will identify the housing needs of the household. The assessment will function as the basis for creating the “Housing Plan” (HP) which serves as the foundation for resource coordination and resolution of the housing crisis. Housing assessments will be done through HMIS.

- Housing Resource Specialists (see definition below) will utilize an assessment tool within HMIS, focusing on issues related to obtaining and maintaining housing. Assessments will be conducted in person.
- Housing Resource Specialists will identify the most appropriate resources for which the household may be eligible and provide this information to the household both verbally and in a written form as part of the “Housing Plan.”
- Households will either be offered case management (see definition of Housing Resource Specialist below) to assist them with accessing the appropriate resources/support, which will assume responsibility for resource coordination and case management.
- If the household agrees, the HP can be shared with other providers to assist in obtaining resources or housing.

Model templates for intake and housing assessment will be provided.

IV. Housing Plan

A Housing Plan (HP) must be completed for all individuals that receive a housing assessment. The HP is intended to be a guide for both the household and the service agencies. Housing Plans must be framed to include:

- A focus on obtaining or maintaining housing
- Defined goals, outcomes and timelines as well as frequency of meetings and follow-up;
- An identification of needed community resources;
- Referrals to partnering agencies for receipt of needed mainstream services
- An attached copy of the housing assessment;

Model templates for a Housing Plan will be provided.

V. Application Package – A complete application packet will include:

- The Community Housing Assistance Plan (CHAP) Application
- Attachment 1 – List of Partnering Agencies (form attached to this NOFA)
- Attachment 2 – Budget (form attached to this NOFA.)
- Attachment 3 – Memorandum of Understanding - one MOU that includes all partners. (Not attached to this NOFA.)
- Attachment 4 – Timeline (Not attachment to this NOFA.)

All application materials, including the attachments listed above, must be returned to MSHDA in its entirety. Applications without attachments may not be processed.

Due Date: Only applications that are submitted within the required timeline and contain all required attachments will be considered for funding. The application and all attachments must be postmarked by no later than July 31, 2009 and mailed to: Juliann Kline, MSHDA, PO Box 30044, 735 E Michigan Avenue, Lansing, MI 48909.

VI. Definitions

Area Medium Income: The area median divides the household income distribution into two equal parts: one-half of the cases falling below the median household income and one-half above the median. (Attached to this NOFA.)

Central Intake and Housing Assessment: The Central Intake and Housing Assessment process consists of two parts. The intent of the intake is to discern *primary* need and the *urgency* of the need. The intent of the assessment is to identify barriers to housing to be addressed in the Housing Plan.

Client Releases: Releases that reflect the MOU's to assure all parties charged with caring for clients may share information. A single "Community Release" may be appropriate. (See HMIS for QSOBAA (Qualified Services Organization Business Associates Agreement): This agreement/MOU defines the local sharing practice and is required to allow interagency sharing through the SWHMIS. Signatories on the agreement includes those agencies who are working collaboratively with the person(s) receiving assistance.

Community Housing Assistance Plan: The Community Housing Assistance Plan (CHAP) will outline how the community will administer HPRP funds. The CHAP Lead Agency may sub-contract this responsibility for all households accessing HPRP.

Housing Locator: the Michigan Housing Locator identifies affordable housing and can be found at www.michiganhousinglocator.com. The Housing Locator may be helpful in rapidly re-housing people.

Housing Plan (HP): A Housing Plan (HP) must be completed for all individuals that receive an assessment. The Housing Plan is intended to be a guide for both the household and the service agencies.

Housing Resource Specialist: Funds will be provided to CHAP Agencies for Housing Resource Specialist(s) to support the centralized intake and assessment process. Housing Resource Specialists can also provide support services to households with the creation and execution of their Housing Plan. Housing Resource Specialists must receive training to make the centralized intake and housing assessment process

effective. Activities performed by a Housing Resource Specialist include: intake; assessment; creation of a Housing Plan that includes a path to permanent housing stability subsequent to these funds; arrangement, coordination, monitoring, and delivery of services to assist participants to obtain housing stability. Component activities may include: housing counseling, developing, securing, and coordinating services, monitoring and evaluation of program participant progress, and assuring that the program participants' rights are protected.

Key Partners: include organizations, agencies and members of the public who fund programs or interact regularly with people in crisis, poverty, or at risk of homelessness. These may include the following:

- Head Start and Early Head Start Agencies;
- Department of Human Services; Child Welfare Agencies; Unemployment Offices;
- WIC Agencies; Hospitals and Health Clinics; Mental Health Agencies;
- Public Housing Agencies; Public Housing Tenant Associations; Property Managers/Landlords;
- Utility Companies;
- Substance Abuse Treatment Programs; Domestic Violence Programs;
- Food Banks Community Action Agencies; Help Lines (and 211 lines);
- Police; Jails; Prisons; and Probation Offices; Courts;
- Culturally Specific Organizations; Shelters and Homeless Assistance Providers; Veterans Services Organizations; Legal Aid Agencies; School Homeless Liaisons; Community Resource Centers;
- Family Support Centers; Businesses; Workforce Centers;
- Churches and other Faith-Based Organizations

Leasing Assistance: Based upon Section 8 guidelines whereby the household pays 30% of their income towards rent and the CHAP Lead Agency would issue a check to a landlord for the remainder of the rent.

Memorandum of Understanding (MOU): One (1) MOU must be created between the Lead Agency and supportive service agencies and key stakeholders, clearly defining the relationship between all parties. Sharing of information is required. (See Client Releases definition above.)

Michigan Statewide Homeless Management Information System (MSHMIS): This system details the homeless demographics in Michigan including the problems they face, the resources used, and where current services are falling short.

Payment Standards: Attached to this NOFA.

Uniform Administrative Requirements (UAR): Local governments: see OMB Circular A-87; and non-profits: see OMB Circular A-122. These circulars establish principles and standards to provide a uniform approach for determining allowable costs when working with federal grants. Go to www.hud.gov